

ASPERA EXEC COMMITTEE

Date:	4 APRIL 2019
Time:	13:00 Sydney/Melbourne Time
Skype	
Chair: Attendees:	James Simon, Bettina Margaret, Kath.
Secretary:	Tim

	Apologies		
	Patrick Craig Simon. Simon left the meeting Left after giving his report		
	Name of item	Discussion	Proposal/ ACTION /Noting
1	Minutes of previous meeting held	Accepted with some spelling changes.	1 James 2 Bettina
4A	James suggested that since the Simon had to leave the meeting early the committee should start with Item 4.		
	Treasure report	Simon reported that all invoices were to be sent out over the following weekend	
2	Matters arising from previous minutes		
2.1	From Item 3.1.2	James in discussion with David from AFTRS has decided to wait for the EOIs before drafting a program. James reported that he plans to send out a reminder a week before the Expression deadline, and that he had created a drop box folder for the EOIs	
2.2	From Item 3.2 Patrick to redraft the CFP to emphasis sound/music for screen and provide clarity re "industry".	Done	
2.3	From item 6.1 Kath, Craig and Margaret to liaise and look for overlaps	Kath reported that she Margaret and Craig had discussed their thoughts on this matter. Margaret had expressed interest in focus on	ACTION: KATH to contact Nicolette re picking up this topic

	between their ideas and reports. wishes wants and needs.	HDR supervision and management in the ASPERA context. Kath's focus is on gender matters and the ASPERA community.	from the 2018 Conference
2.4	From Item 6.2 James, Tim, Simon and Bettina to produce draft Position Description Documents for their Office Bearer positions.		from Bettina ASPERA Vice President Job Description ACTION: Tim, Simon and James draft position descriptions (for real this time).
3	Conference and Sightlines Update		
3.1	Conference <ul style="list-style-type: none"> Allocate tasks for organising the symposium. e.g. <ul style="list-style-type: none"> checking the conference email account, responding to email submissions, deciding on which panels to accept etc 	<ul style="list-style-type: none"> Margaret offered to take a first look at EOI proposals Discussion re conference convener and conference committee. <ul style="list-style-type: none"> James to act as ASPERA conference convener and manage the ASPERA / AFTRS relationship. EXEC to meet re panels and proposals. Meeting arranged for: <ul style="list-style-type: none"> SKYPE 26 April 11:00 EST Committee noted that the ASPERA contribution was not a fee.	
3.2	Sightlines Report ?	Patrick's Report via EMAIL	Patrick sends apologies
4	Treasure report		
	See item 4A above		
5	Web Site		
		Bettina reported that Exec page has been updated.	ACTION: Bettina to organize a f2f WEB site discussion working bee

		Discussion around who is able to champion the web site to drive content and provide a brief/ vision for the website.	for the 19 June 10 10-4 at UTS. (Invite sent Room = CB10.05.285.Digital.Research.Lab) ASPERA is to cover the cost of delegates extra stay for the working bee. ACTION: By May meeting Committee members to circulate an inspirational web site for discussion.
6	Other Business		ACTION: TIM to fix the page numbers on the constitution's contents page
7	NEXT MEETING	Skype 10 May 2019 13:00.	

ASPERA Vice President Job Description

As set out in the constitution

Preside as chairperson at the Annual General Meeting in the absence of the President.

List of possible additional responsibilities

Provide support to the conference committee – monitoring conference email address, collating submissions, corresponding with presenters, posting documents and information on the website, assisting with conference programming.

Liaise with member representatives in the lead up to the AGM to ensure the meeting reaches quorum

Compile the monthly newsletter

Posting news items to the website and Facebook group

Collaborating with the president on policy development/initiatives and articles (e.g. NiTRO)

Oversight of mentoring program

Oversight of website – liaising with web manager, managing users, general basic website administration.

Proposed by Bettina Frankham 5/04/2019

Patrick's Report via EMAIL

With Sightlines, I'm about to form a committee at RMIT for the conference and have been talking to some industry people about forming some panels, putting the word out there as much as possible in general. Have already had some submissions, which is encouraging. Christine Rogers is going to come on board as the RA (the School have provided some money for this), and Smiljana is around too to help with some continuity from the previous editions. Next step is to keep going with ideas and planning for an opening night event at the Capitol, and to try to get some peer reviewers signed up. Hoping you can help with this when the time comes.